

---

# **Bylaws Of the Goddard Dance Club (GDC)**

Originally Adopted August 13, 1997  
Amended November 11, 2001  
Constitution Amended December 2002, Article III, 1  
Bylaws approved by membership on December 2007

---

---

John L. Barker, President	date
---------------------------	------

---

Martha V. O'Bryan, Vice-President	date
-----------------------------------	------

---

Samuel R. Floyd, Secretary	date
----------------------------	------

---

Edward M. Gaddy, Treasurer	date
----------------------------	------

GDC PO address:  
P. O. Box 173, Glenn Dale, MD 20769.

GDC Web Site and specific reference to Constitution and Bylaws:  
<http://gewa.gsfc.nasa.gov/clubs/dance/goddard.htm>

GDC IRS 501(c)(7) Employer Tax Exempt Number:  
52 1756864

Maryland State Department of Assessments and Taxation  
GDC incorporated 12/6/1991  
GDC Department ID Number D 03332012

GEWA Web site and specific reference to GEWA Constitution:  
[http://gewa.gsfc.nasa.gov/documents/gewa\\_const\\_sep02.pdf](http://gewa.gsfc.nasa.gov/documents/gewa_const_sep02.pdf)

Goddard Space Flight Center  
National Aeronautics and Space Administration  
Greenbelt, Maryland 20771

## **1. Bylaws — Members**

1.1. The membership year shall run from January 1 through December 31. To obtain membership, all candidates must pay the annual membership dues and complete the enrollment forms required by the Club. Membership and voting eligibility are defined in Article III of the Constitution.

1.2. When membership or participation in Club activities must be limited for any reason, priority for admittance shall be according to the order specified below for members and their dance partners:

- 1.2.1. Current civil service employees of GSFC-Greenbelt, NASA Headquarters, Wallops Flight Facility or Goddard Institute for Space Studies (GISS);
- 1.2.2. Other government agencies' employees stationed at GSFC;
- 1.2.3. Contractors who work on the Center more than 20 hours per week or who have near-site assignments (coded P or 5 in LISTS);
- 1.2.4. Retired GSFC-Greenbelt, NASA Headquarters, Wallops Flight Facility and Goddard Institute for Space Studies (GISS) Civil Service employees;
- 1.2.5. Other contract, grant or affiliated employees performing services for GSFC-Greenbelt under a current valid contract as verified by LISTS; and
- 1.2.6. Guest members.

1.3. A voting member who ceases to qualify for such membership during the membership year shall become a guest member for the remainder of that year and shall forfeit any privileges or positions for which he or she no longer qualifies.

1.4. Members shall observe the norms of social etiquette and the rules and regulations of the Goddard Dance Club, GEWA, and the GSFC, including security-imposed escort requirements, as well as any other restrictions. Members, if asked, shall assist the Class Representative in preparing the dance floor for class and returning it to its required configuration. Failure to comply with any of the above requirements could result in censure, denial of access to GSFC and loss of Club membership.

1.5. The four elected officers of the Club may vote to censure or expel a current member at a duly constituted meeting of the Executive Committee. No member of the Club may be expelled or censured except by a vote of at least three of the four officers. A written secret ballot is required.

1.6. Any member being considered for censure or expulsion at an Executive Committee meeting shall be notified in writing no less than two weeks in advance of the meeting and shall be given the opportunity to address the Executive Committee before any vote is taken. The results of any related

investigations, which may have been conducted, shall be provided to the Executive Committee in advance of the meeting.

I.7. A member receiving a vote of censure shall be prohibited from serving in the Club in any formal or established position of authority for a period of twelve months and shall be required to surrender any Club property with which he or she has been entrusted.

## **2. Bylaws — Officers**

2.1. A non-guest badged member meeting the criteria specified in Article I of the Bylaws shall be eligible to hold office in the Goddard Dance Club provided that he or she is not under censure and will have possessed a voting membership for at least eight months at the time of election. At least one of the Club officers must be a current GSFC civil servant.

2.2. Elected officers shall serve for one year beginning on January 1 of the year following their election.

2.3. An office shall become vacant in the event that no eligible candidate is elected to the position or the person holding said office dies, submits a written resignation to the other officers, or becomes ineligible for office. A person satisfying the criteria specified in Section 2.1 of this Article may be appointed by the President, or if the Presidency is vacant by the Vice-President, with concurrence of the remaining two elected members of the Executive Committee to serve as a replacement for the remainder of the term.

## **3. Bylaws — Responsibilities of Officers**

3.1. The four elected Club officers (Executive Committee) shall collectively conduct the business and financial management of the Club, establish and dissolve supporting committees (excepting the Election Committee and the Parliamentarian appointed by the Election Committee), appoint persons to leadership roles within the Club, commit and disburse Club funds, and enter into and terminate business agreements with personnel employed to support the operations of the Club. They shall hear and resolve grievances, which are brought before them by the membership and may establish special committees to assist with all or part of related investigations. With the approval of the Executive Committee, select responsibilities may be delegated to others.

3.2. The President shall be the principal executive officer of the organization and the Chairman of the Executive Committee, the Executive Council and the Advisory Board. The President shall supervise all aspects of Club operations and perform or delegate all duties incident to the office. The President shall

preside at all meetings, excepting that portion of any Meeting of the Membership dedicated to the election of officers. The President shall have the power of appointment, subject to the approval of the Executive Committee, except for members of the Election Committee and the Parliamentarian appointed by the Election Committee.

3.3. The Vice-President shall perform the duties of the President in the President's absence and coordinate special Club functions.

3.4. The Secretary shall record and maintain the minutes of meetings of the Executive Committee, the Executive Council, the Advisory Board and Meetings of the Membership, maintain an accurate membership list, and arrange for the preparation, printing and distribution of publications and other materials as required by the Executive Committee.

3.5. The Treasurer shall manage all Club funds and securities, handle and maintain records of all of the Club's monetary transactions, disburse funds as directed by the Executive Committee and prepare the annual financial summary, including appropriate annual reports to the IRS, State of Maryland and GEWA.

3.6. The Executive Committee shall meet at least every two months at a time and place decided by the Executive Committee. Three of the four officers shall constitute a quorum to do business.

#### **4. Bylaws — Election Committee**

4.1. The Election Committee shall consist of three GDC members.

4.2. Any member meeting the criteria specified in Article I of the Bylaws, including guest members, shall be eligible to serve on the Election Committee provided that person is not under censure and has been a member for at least eight months at the time of election.

4.3. Election Committee members shall serve for one year beginning on January 1 of the year following their election. All three members shall be voted on at the same time as the four elected officers. No officer can be a member of the Election Committee.

4.4. The Election Committee Chair shall be selected by the members of the Election Committee and shall preside during any portion of an Executive Committee or Advisory Board meeting dedicated to elections.

4.5. If the Election Committee has a vacancy, a replacement member shall be chosen by consensus of the remaining members of the Election Committee.

4.6. The Election Committee shall appoint a Club Parliamentarian.

4.7. The Election Committee shall conduct and ensure the fairness of all elections. They shall nominate a slate of candidates for the four Club offices and the three members of the Election Committee, confirm that the candidates are willing to serve, prepare election information for distribution to the membership, distribute ballots, collect ballots and tally the votes cast. At least two members of the Election Committee shall tally and confirm the votes.

## **5. Bylaws — Elections**

5.1. A Call for Nominations must precede the election by one month. The election of officers and the Election Committee shall take place between November 1 and November 30.

5.2. The Election Committee may collect the votes from a Meeting of the Membership, classes, postal service mail and/or email. In the event there is a tie vote for a given office, a run-off election shall be held to determine a winner. This election may be conducted by mail or email ballot.

5.3 The results of the election of officers shall be reported in writing to the Executive Committee by the Election Committee Chair at the December Executive Committee meeting and posted in a newsletter, email or on the GDC web site and forwarded as appropriate to the GEWA Clubs Chair, IRS and State of Maryland.

## **6. Bylaws — Advisory Board**

6.1. The core membership of the GDC Advisory Board shall consist of the four elected officers, the three members of the Election Committee, each Class Representative, the Alternate Class Representative for those classes with more than thirty registrants, the Special Events Chair and the Parliamentarian.

6.2. At any time during the year, the President, with the approval of the Executive Committee, can choose to increase the membership on the Advisory Board. Any such temporary members of the Board are subject to reappointment each year by the new President with the approval of the newly elected Executive Committee.

6.3. The Board shall meet at least once, but preferably three times annually.

6.4. The purpose of the Board is to advise the Executive Committee on matters concerning operation of the Club.

## **7. Bylaws — Meetings of the Membership**

7.1. Notice of a Meeting of the Membership shall be sent at least two weeks in advance of the meeting to all voting and guest members. The announcement shall include the date, time, location and agenda for the meeting, the text of any motions which have been prepared, and, if applicable, a copy of the petition called for in Article 6 of the Constitution.

7.2. Both voting and guest members may attend any Club meeting.

7.3. A quorum for the meeting shall consist of 25 % of the voting members, or ten voting members, whichever is smaller.

7.4. Motions passed by a majority vote shall be binding upon the Club, except for any proposed amendments to the Constitution or Bylaws, which can only be modified via the processes defined in Article 7 of the Constitution and Article 8 of the Bylaws.

## **8. Bylaws — Amendments**

8.1. Proposed amendments to the Club Bylaws must be submitted in writing to the Executive Committee and contain the signatures of at least ten voting members, three of the four Club officers or be approved at a meeting of the Executive Committee or Board.

8.2. The Executive Committee shall instruct the Election Committee to distribute proposed changes to the membership for review at least two weeks in advance of a scheduled vote.

8.3. One-half or more of the ballots cast are required to amend the Club Bylaws.

8.4. The ballots cast shall result from a good faith effort of the GDC Election Committee to collect them from a meeting, classes, the postal service mail and email. The collection of ballots by postal service and email may occur for at least a week, but no more than two weeks prior to the deadline for voting.

8.5. An approved amended copy of the Club Bylaws must be submitted for the record by the Secretary to the Clubs Chair of GEWA as well as to the IRS and the State of Maryland.